

# Injury Reporting Procedures

In any case where there is a serious injury, i.e. a player is unable to return to a game/practice vs. missing a shift or two and then returning (ex. just winded), the Hockey Canada Injury Report (HCIR) form must be filled out by the team trainer. This shall be done before the player leaves the arena to ensure that the incident is documented with the cause of the potential injury, along with any initial symptoms that exist with the player. If in doubt the HCIR form shall be completed to ensure the incident is documented to protect the player from being allowed to participate further, in the case of serious injury. The trainer will make that determination and is not to be influenced in that decision by Coaches or parents of the player, caution is always the best response.

The HCIR form must be given to the parent or guardian along with a copy to be faxed to the ODMHA office, and a copy given/sent to the SMHA Coordinator Risk and Safety. The Coordinator Risk and Safety will then inform the President, Development Director, and Division Convener of the potential player injury.

If you have, or suspect you have a concussion or serious incident, do not allow player to participate until **AFTER** you have received a professional medical evaluation. If you suspect that someone has a possible concussion, and a player is seen to or comes off the ice indicating that he has banged his head off the ice/boards/glass, the trainer is to perform the concussion tests as recommended by Hockey Canada and take note of the players name and **always inform the caregivers** that it is recommended that they take the player to a doctor to verify that the player is not suffering from a serious injury or concussion. This is applicable outside SMHA boundaries as well; i.e. away games.

For concussions, the quick questions to ask on the bench are:

1. What is your name?
2. What is the name of this place?
3. Why are you here?
4. What month are we in?
5. What year are we in?
6. In what town/suburb are you in?
7. How old are you?
8. What is your date of birth?
9. What time of day is it? (morning, afternoon, evening)
10. Three pictures are presented for subsequent recall

\* Any incorrect response is considered a positive test for cognitive impairment after head injury.

The following forms are to be used by every trainer for all their players and for Injury Reporting and Safety Management of their players

- Player Medical Form (all trainers are to have copy on hand during practices, games and team events)
- Injury Report
- Injury log
- Return to play guidelines
- Return to play letter (to be signed by Doctor)

Any questions to SMHA Risk and Safety.

Thank you.